

OSMBA

Office of Small and Minority Business Assistance
1205 Pendleton Street, Suite 474, Columbia, South Carolina 29201
Phone 803.734.5010 FAX 803.734.0548

MBE UTILIZATION CHECKLIST FY 14-15

AGENCY:

CONTACT PERSON:

PHONE:

(indicate with an "x")

I. Agency Policy Statement

YES

NO

II. Name-Address-Telephone-Liaison Officer

YES

NO

III. Operational Procedures Definition

YES

NO

IV. Duties of Liaison Officer

YES

NO

V. Designation and Negotiation Procedures

YES

NO

VI. Division of Larger Projects into Smaller Units

YES

NO

VII. Income Tax Credit

YES

NO

VIII. Progress Payment

YES

NO

IX. Quarterly Reporting Procedures

YES

NO

X. Subcontracting Procedures

YES

NO

XI. Procurement Card Transactions

YES

NO

XII. Goals

YES

NO

XIII. Agency Profile Sheet

YES

NO

Plan 10% or greater:

☐

approval

☐

disapproval

 Director, OSMBA

 Date

COMMENTS (Does plan include a 10% goal and above information?):